

UTAH DEPARTMENT OF PUBLIC SAFETY

Voucher Codes

How to Purchase & How to Assign



The purpose of this guide is to provide a step by step guide for EMS agency administrators to purchase voucher codes, and to assign voucher codes to their personnel.

A voucher code is like a digital coupon. It's a short set of letters and/or numbers that you enter at checkout when filling out EMS Professional applications on this website. This application allows you as an agency administrator to purchase voucher codes. Once the codes have been purchased, the codes can be assigned to your providers for professional licensure.

Below is a list of fees. Please review while determining which voucher codes you want to purchase:

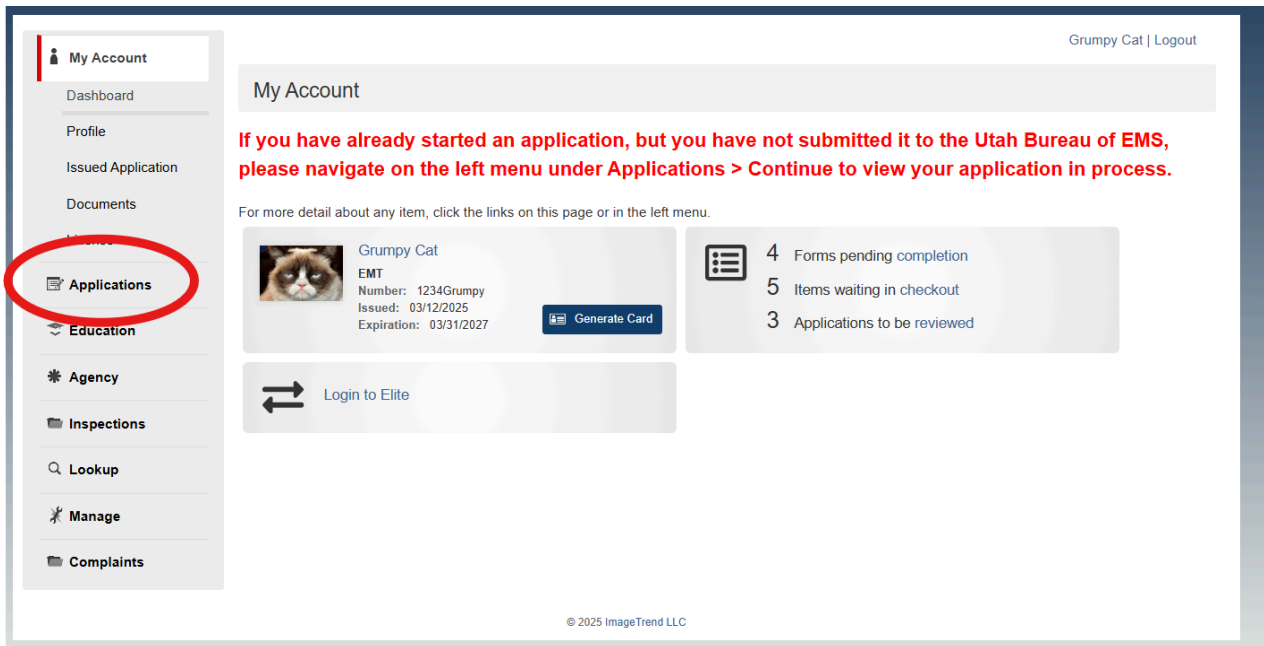
- Renewal Applications- \$30.00
- Initial Applications- \$45.00
- BCI Background Check- \$74.00
- Initial Applications + BCI Background Check- \$119.00

How to Purchase Voucher Codes

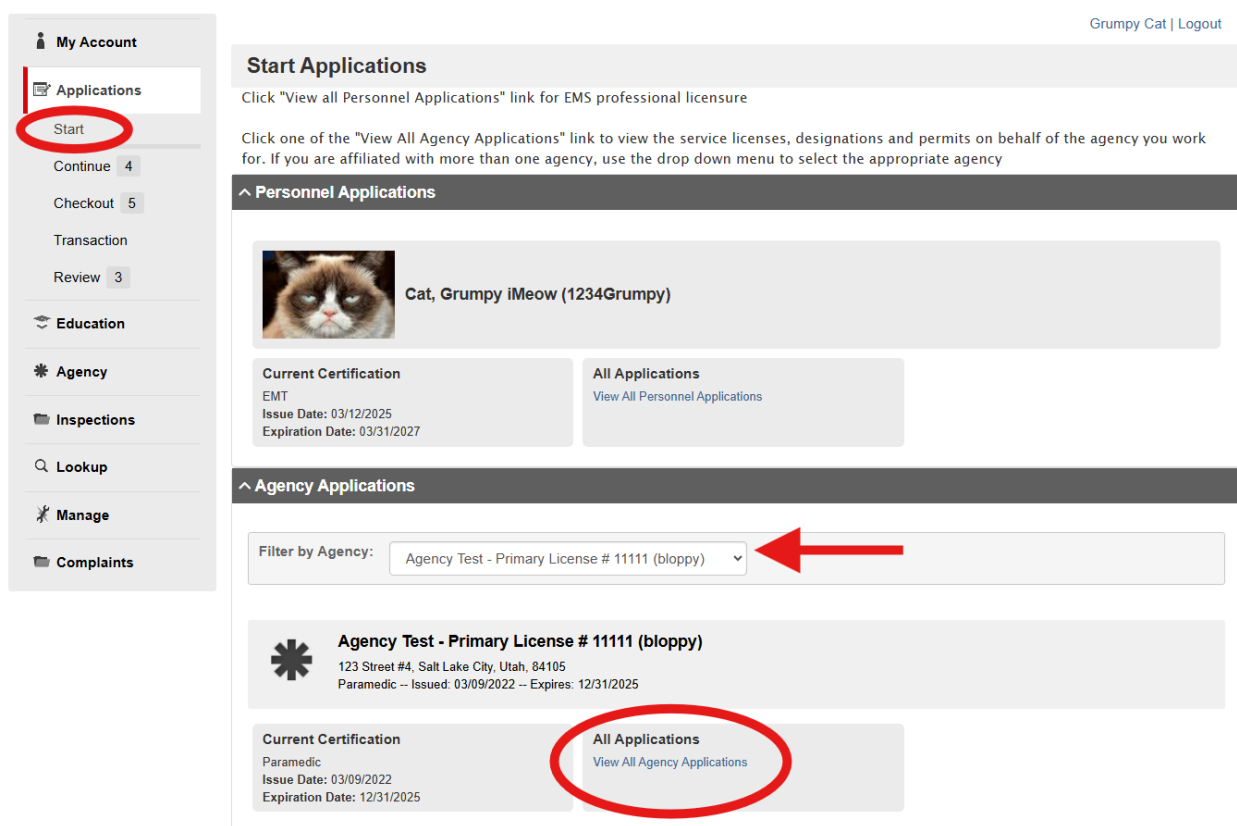
1. Visit emslicense.utah.gov.
2. Login using your login information.

A screenshot of the EMS License Utah website. The page has a dark blue header with the Utah Department of Public Safety logo on the left. Below the header is a white sidebar with links: "Account Login", "Education", "Lookup", and "Complaints". The main content area is white and contains a welcome message, contact information, and office hours. A red arrow points to the "Login" section, which includes fields for "Username" and "Password", a "Show" checkbox, and "Forgot Username?" and "Forgot Password?" links. A "Login" button and a "Create Account" link are at the bottom of the login section. The footer of the page says "© 2025 ImageTrend LLC".

3. Click on the Applications tab on the left- hand side of the screen.



4. A new set of tabs will appear, select the Start tab.
5. Navigate to the Agency Applications section.
6. If you are affiliated with multiple agencies, *make sure you select the correct organization by using the drop down menu at the top of the section.*
 - a. Voucher codes will only apply to the agency selected.
7. Click the View All Agency Applications hyperlink.



8. Locate the Voucher Codes in the list and press the Apply Now button.

My Account

Applications

Start

Continue

Checkout 6

Transaction

Review

Education

Agency

Inspections

Lookup

Manage

Complaints

Available Applications

Click "Apply Now" next to one of the licenses to apply to that license for this service.

Note: Only certain positions in an Agency can apply for Service Applications.

My Applications | Agency Applications

Filter By Agency: Agency Test - Primary License # 11111 (bloppy)

Agency Test - Primary License # 11111 (bloppy)

123 Street #4, Salt Lake City, Utah 84105

Paramedic -- Issued: 03/09/2022 -- Expires: 12/31/2025

Applications	Action
Update Agency Staff Form Use this application to update your medical and admin staff roster.	Apply Now
Voucher Codes Purchase voucher codes for EMS Professional (EMR, EMT, AEMT, and Paramedic) applications.	Apply Now
Vehicle Permit Renewal Apply for a permit for a ground, interfacility, air, and behavioral health vehicles.	Apply Now
Remove Vehicle from Agency Use this application if you want to remove one or more vehicle from your agency.	Apply Now

9. Please read the instructions carefully. The voucher codes must be purchased by price rather than by application type.



a. Below is a list of fees. Please review while determining which voucher codes you want to purchase:

- Renewal Applications-** \$30.00
- Initial Applications-** \$45.00
- BCI Background Check-** \$74.00
- Initial Applications + BCI Background Check-** \$119.00

10. Indicate how many you want of each type of voucher code by typing in a number next to the price. Voucher codes do not expire.

Voucher Codes

Information

 **Purchase Voucher Codes** 

A voucher code is like a digital coupon. It's a short set of letters and/or numbers that you enter at checkout when filling out EMS Professional applications on this website. This application allows you as an agency administrator to purchase voucher codes. Once the codes have been purchase, the codes can be assigned to your providers for professional licensure.

Below is a list of fees. Please review while determining which voucher codes you want to purchase:

- Renewal Applications- \$30.00
- Initial Applications- \$45.00
- BCI Background Check- \$74.00
- Initial Applications + BCI Background Check- \$119.00

Voucher Amount	Number of Vouchers Needed
\$30.00	3
\$45.00	1
\$74.00	1
\$119.00	0

11. Once you have determined the number of codes you need, sign at the bottom and click submit at the bottom of the application.

*Signature

Username: GCat

Password:

12. Before you receive the voucher codes, you will need to submit payment. Navigate to the Applications tab, then the Checkout Tab

My Account

- Applications
- Start
- Continue 9
- Checkout 6
- Transaction
- Review 8
- Education
- Agency
- Inspections
- Lookup
- Manage
- Complaints

Grumpy Cat | Logout

Checkout

STOP: Click only once on final page when submitting a payment. Wait to see if your payment goes through. It can take up 2 - 4 hrs to be processed. Clicking the submit button twice may result in a double charge. If you are asked to make two payments, STOP and call 801-273-6666 or email ems@utah.gov. Browsers that are not up-to-date may also end up with additional charges. Chrome is the PREFERRED browser.

Select the license(s) you want to pay fees for and click *Pay Now* to continue to checkout to pay via Credit Card. **All fees are non-refundable, and non-transferable.** All fees are to be paid in full prior to processing license, designations, permits, or other EMS applications unless prior arrangements have been made and approved by the Department for purchase orders or other types of obligations for payment. Further information on our [payment and collections policy](#) can be found on our website.

NOTE: Payment can be skipped at this time if your agency, school, training officer or course coordinator pays your fees, but you will not be issued a license (or blood alcohol permit) until payment and, if required, a background check are complete.

License	Agency	Application Date	Total Amount	Balance Due
<input type="checkbox"/> Agency License and Designation Application	Agency Test - Primary License # 11111			
Inspection				
<input type="checkbox"/> TEST123456789				
<input type="checkbox"/> TEST123456789				
<input type="checkbox"/> Ikjlkjkjkjkjkj				
<input type="checkbox"/> TEST123456789				
Education				
<input type="checkbox"/> EMT (E202009)				
<input checked="" type="checkbox"/> Voucher Code	Agency	Date Assigned	Amount	Balance
No Records				
Totals:			\$0.00	\$0.00

Voucher Code:

13. Check to make sure that the Voucher Code application is selected.
14. Click Pay Now at the bottom of the screen.
15. Follow the instructions to complete payment.

16. You will receive an email verification with all the voucher codes that were purchased once payment is submitted.

Correspondence Details

Sent: 11/24/2025 at 12:39 PM by Carlson, Kate

From: noreply@utah.imagetrendlicense.com

To: [REDACTED]

Subject: Voucher Codes

Calendar Invite: No

Attachments: None

Message:



Hello Grumpy Cat,

Thank you for payment for your voucher code(s).

- \$30.00: [REDACTED]
- \$30.00: [REDACTED]
- \$30.00: [REDACTED]
- \$45.00: [REDACTED]
- \$74.00: [REDACTED]

If you have any questions, you may contact our office at any time by email at ems@utah.gov or by calling (801) 273-6666, Option 1.

Bureau of Emergency Medical Services Support Team

17. To assign Voucher Codes, please move to the next section of this guide.

How to Assign Voucher Codes

If you have not purchased voucher codes yet, please review the first section of this guide before proceeding.

A voucher code is like a digital coupon. It's a short set of letters and/or numbers that you enter at checkout when filling out EMS Professional applications on this website. Once the codes have been purchased, the codes can be assigned to your providers for professional licensure. There are two methods for assigning voucher codes to your staff.

Method 1- Assign a Voucher Code

1. Navigate to the Agency tab.
2. Locate the agency that purchased the voucher codes from the list.

My Account

Applications

Education

Agency

Inspections

Lookup

Note added successfully

All Service

Click the name of the service to view additional details about it. Use the search box to find a specific service or click the alphabet links to look for services beginning with a specific letter.

Agency	Agency Permit Level	Address	City	County	Phone	Primary
Agency Test - Primary License # 11111 (bloppy)	Community Paramedicine	123 Street #4	Salt Lake City	Salt Lake	555-555-5555	<input checked="" type="checkbox"/>
Career and Technical Education Center- Salt Lake City						<input type="checkbox"/>

3. Click on the Vouchers tab.
4. Under the Assigned To column, click Select User next to the voucher code.

Education

Agency

Details

Policies

Medical Directors

Personnel

Locations

Vehicles

Documents

Service Areas

Inspections

Vouchers

Agency Test - Primary License # 11111

123 Street #4 Salt Lake City, UT 84105

Code Assigned Code Used

Code	Assigned To	Used On	Amount	Created On
	select user		\$74.00	11/24/2025
	select user		\$45.00	11/24/2025
	select user		\$30.00	11/24/2025
	select user		\$30.00	11/24/2025
	select user		\$30.00	11/24/2025

Records 1-5 of 5 | First | Previous | Next | Last | Page 1 | Per Page 10

5. A new window will open with your personnel roster.
 - a. Only those on your roster can be assigned voucher codes.
6. Locate the staff member you wish to assign the voucher code in the list.

Assign Voucher Code

Voucher Code [REDACTED]
Amount: \$74.00

Name	Certification Level	Expiration	Action
Erik Bornemeier (2008064008)	EMT	12/30/2020	Assign
Grumpy Cat (1234Grumpy) ←	EMT	03/31/2028	Assign

7. Click the Assign button.
8. To verify that the voucher code has been assigned, you can view the voucher code list and see the name of the assigned user.

Education

*** Agency**

Details

Policies

Medical Directors

Personnel

Locations

Agency Test - Primary License # 11111
 123 Street #4 Salt Lake City, UT 84105

Voucher code applied successfully

Code	Assigned To	Used On	Amount	Created On
[REDACTED]	Cat, Grumpy iMeow (remove)		\$74.00	11/24/2025

9. To unassign a voucher code, click the Remove button next to the personnel's name.
10. The voucher code will automatically apply to the application. The applicant must go through the checkout process and apply the code.

Method 2

1. After paying for voucher codes, you should receive an email from noreply@utah.imagetrendlicence.com with all the listed Voucher Codes.

Correspondence Details

Sent: 11/24/2025 at 12:39 PM by Carlson, Kate

From: noreply@utah.imagetrendlicense.com

To: [REDACTED]

Subject: Voucher Codes

Calendar Invite: No

Attachments: None

Message:



Hello Grumpy Cat,

Thank you for payment for your voucher code(s).

- \$30.00: [REDACTED]
- \$30.00: [REDACTED]
- \$30.00: [REDACTED]
- \$45.00: [REDACTED]
- \$74.00: [REDACTED]

If you have any questions, you may contact our office at any time by email at ems@utah.gov or by calling (801) 273-6666, Option 1.

Bureau of Emergency Medical Services Support Team

2. You can copy and send the voucher code to your personnel.
3. When an applicant goes to the Checkout tab, they can apply the code at the bottom of the page.

Voucher Code: 

- a. The applicant must press the Apply Code button.
4. The applicant can then complete the payment process for their application.

